

Minute of Meeting held in the  
HITRANS Office, Building 25,  
Inverness Airport on 4  
December 2009 at 9.30am.

PRESENT

Mr Duncan Macintyre (Chairman) – Argyll and Bute Council  
Mr John Laing (Vice-Chairman) – Highland Council  
Mr Donald Manford – Comhairle nan Eilean Siar  
Mr Jim Foubister – Orkney Islands Council  
Mr Graham Leadbitter – Moray Council  
Mr Wilson Metcalfe  
Mr Okain MacIennan

IN ATTENDANCE

Mr Dave Duthie – HITRANS  
Mr Ronald Robertson - HITRANS  
Mr Frank Roach – HITRANS  
Mrs Katy Cunningham – HITRANS  
Mrs Christine Kendall - HITRANS  
Mr Sam MacNaughton – Highland Council  
Mr David Summers – HITCOG  
Ms Naomi Coleman – Orkney Islands Council  
Mr Gordon Holland – Moray Council  
Mr Gareth Williams - SCDI  
Mr Derek Mackay – Comhairle nan Eilean Siar  
Mr Mike Mitchell – Highland Council  
Mr Alasdair Allan MSP (part)  
Mr Murdo Gray – Comhairle nan Eilean Siar  
Ms Pip Farman – General Health Advisor  
Mr David Scotney, Atkins  
Mr Jonathon Speer, Atkins  
Ms Cathy Kay, Halcrow

APOLOGIES

Mr George McIntyre – Moray Council  
Ms Louise Smith  
Mr Donald Macrae – Comhairle nan Eilean Siar  
Mr Robert Pollock – Argyll and Bute Council  
Mr Tony Jarvis – Highlands and Islands Enterprise  
Mr Douglas Forson – Scottish Government

### MINUTES

HITRANS                    1            The Minute of Meeting of 4 December 2009 was **approved** with the inclusion of “high speed rail must benefit the whole of Scotland” in Item 18

Matters Arising            2            Mr Sam MacNaughton updated Members in relation to the Transport Project Scotland at Berriedale Braes. Confirmation was awaited from the Decommissioning Authority in relation to funding for a full ground investigation and feasibility study which could then be taken forward by Transport Scotland.

Mr Dave Duthie indicated that he had made a presentation on the Air Services Review to the Joint Meeting of Regional Transport Partnerships and would be making the presentation to COSLA’s Transport Group. Mr Duthie indicated that work to identify the potential for shared services would begin early in the New Year. It was confirmed that the June 2010 Meeting of HITRANS would take place on 2 and 3 June in Orkney.

**It was agreed to note the Matters Arising from the previous Minute.**

## FINANCE

Revenue Budget Monitoring Report 3 The Partnership Treasurer submitted a Report detailing the revenue monitoring position to 31 October 2009. The Report stated that, in light of the final 08/09 outturn figures which had been reported to the previous meeting, the budget for 2009/10 had been reviewed to reflect a projected underspend for both property and administration office costs and partnership/consultation meeting costs. In order to utilise the underspend it was proposed that the Research and Strategy Development Budget would be increased by £35k and, coupled with the 2008/09 underspend of £15k would enable further project work totalling £50k to be undertaken in the current financial year.

**It was agreed to approve the virements of £35,000 between budget headings and to note the information as well as the schedule showing the revenue monitoring position for the period to 31 October 2009.:**

Travel Plans Programme 2009/10 4 The Partnership Manager submitted a Report detailing progress with the delivery of the Travel Plans Programme 2009/10. The Programme sought to increase the number of employees, visitors and suppliers from Local Authorities and Health Boards using more sustainable modes of transport. The Report highlighted the allocation of the 2009/10 grant and outlined the targets against which progress in achieving objectives/expected outcomes would be monitored.

**It was agreed to note the Report.**

Delivery of Transport Services Review 5 The Chairman welcomed Mr David Scotney and Mr Jonathan Speer, ATKINS to the Meeting. Mr Scotney and Mr Speer gave a presentation in relation to the Report on the Review of the Delivery of Transport Services in the Highlands and Islands. The recommendations from the study and the options to be considered were detailed. Members were afforded the opportunity to ask questions of Mr Scotney and Mr Speer.

**It was agreed:**

- (1) to note the presentation on the Review of Transport Services in the Highlands and Islands; and**
- (2) that the Partnership Director would organise workshops for HITRANS Board Members in early 2010 in order to consider the recommendations and options highlighted in the review of the Delivery of Transport Services in the Highlands and Islands report.**

Active Travel Audits 6 The Chairman welcomed Ms Cathy Kay, Halcrow, to the Meeting. Ms Kay gave a presentation in relation to Halcrow's Report on Active Travel Audits. Members were afforded the opportunity to ask questions of Ms Kay.

**It was agreed:**

- (1) to note the presentation in relation to Active Travel Audits; and**
- (2) that Mr Frank Roach, in consultation with Ms Kay, would arrange for the presentation on Active Travel Audits to be offered to each Local Authority.**

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| Rail Update  | 7  | <p>The Partnership Manager provided an update in relation to the work of the Rail User Group. The Group had been established for a trial period of one year with invited representatives of Rail User Groups covering the West Highland, Kyle and North Highland lines. The Group has been Chaired by Mr Robert Samson, Passenger Focus and HITRANS Officers and representatives of the individual Rail User Groups have also attended. The Report indicated that the Group had proved to be a useful forum which allowed those with similar interest the opportunity to discuss common issues and agree how these might be, where appropriate, taken to the Rail Advisory Group for consideration.</p> <p><b>It was agreed to:</b></p> <ul style="list-style-type: none"> <li><b>(1) note the outcome of the Rail Users Group of 12 November; and</b></li> <li><b>(2) continue with the Rail Users Group as a useful and effective forum for facilitating dialogue between representative Rail Interest Groups with a view to helping improve rail services for users across the Highlands and Islands.</b></li> </ul> |
| Sustainable Transport in Rural Tourism (STIR)                    | 8  | <p>The Partnership Manager submitted a Report in relation to the potential opportunity to be gained by joining a consortium to bid for findings from ERDF Funding from the Interreg 1VB Northern Periphery Programme which sought to support the development of new or improved transport services in tourism areas. It was indicated that any potential projects must be delivered on the ground and be self-funding after three years. The Report further stated that the funding could be used to provide additional value to current projects. Projects would be required to be submitted for approval by February 2010 with delivery from Autumn 2010.</p> <p><b>It was agreed:</b></p> <ul style="list-style-type: none"> <li><b>(1) to note the Report; and</b></li> <li><b>(2) that further work to be undertaken to establish the viability and benefits from participating in the bid for funding of the STIR Project.</b></li> </ul>   |
| Railway Round Up   | 9  | <p>The Partnership Manager submitted a Report providing an update in relation to rail services. The Report provided updates on the rail freight policy development, East Coast services, Highland mainline upgrade, Inverness-Aberdeen service, the level crossings study, switch and cross studies on RETB line, freight capability, and timber by rail.</p> <p><b>It was agreed to note the Report.</b></p>   |
| Concessionary Travel Schemes – continuation from October Meeting | 10 | <p>With reference to Item 16 of the Minute of Meeting of 8 October 2009, the Partnership Director submitted a Report providing an update in relation to the provision of concessionary travel within the HITRANS area following the recent review of the National Bus Concessionary Travel Scheme by the Scottish Government.</p> <p><b>It was agreed that Orkney Islands Council would draft a discussion paper in relation to the future development of concessionary travel schemes and circulate to Members and Permanent Advisors for consideration and comment prior to a further report being presented to the Board.</b></p>  |
| AOCB   | 11 | <p>The Partnership Director circulated the HITRANS Annual Report for 2008/09.</p> <p><b>It was agreed:</b></p> <ul style="list-style-type: none"> <li><b>(1) to approve the HITRANS Annual Report 2008/09: and</b></li> <li><b>(2) that copies of Agendas and Minutes from Board Meetings would be circulated to Highlands and Islands MSPs.</b></li> </ul>   |